

SBA Award Guide

2013 Small Business Person of the Year

This document is intended to guide you through creation of a *SBA Small Business Person of the Year (SBPOY) Award* nomination package. Each page constitutes a required section of the award package and explains the required details.

It is recommended you print this guide in its entirety and use each page as a guide for assembling the award package. Your SBA district office personnel will assist you through the process for submission. ***Nominations must be typewritten on single sided white letter sized stationary and secured in a 1 ½” binder.*** Please submit the original plus a copy of the entire package.

Your contacts at the Boise District Office are:

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&

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This file and all 2013 SBPOY Award Information & Materials
can be found at go.usa.gov/8pi

Cover Sheet

Nominee's Full Name

Title

Business Address, Home Address, Telephone,
Fax, E-Mail



Award Name

Nominator's Full Name

Title

Business Address, Telephone, Fax, E-Mail


Single Paragraph Description of Nominee's Business

SBA Form 3300

The Small Business Administration “Award Nomination Form” (SBA Form 3300) is **to be completed by each individual included in an award nomination.**

For example a family owned business award nomination package with *three* owners would contain *three* SBA Form 3300’s detailing each individual.

The SBA Form 3300 may be downloaded [here](http://www.sba.gov/content/award-nomination-form) at www.sba.gov/content/award-nomination-form

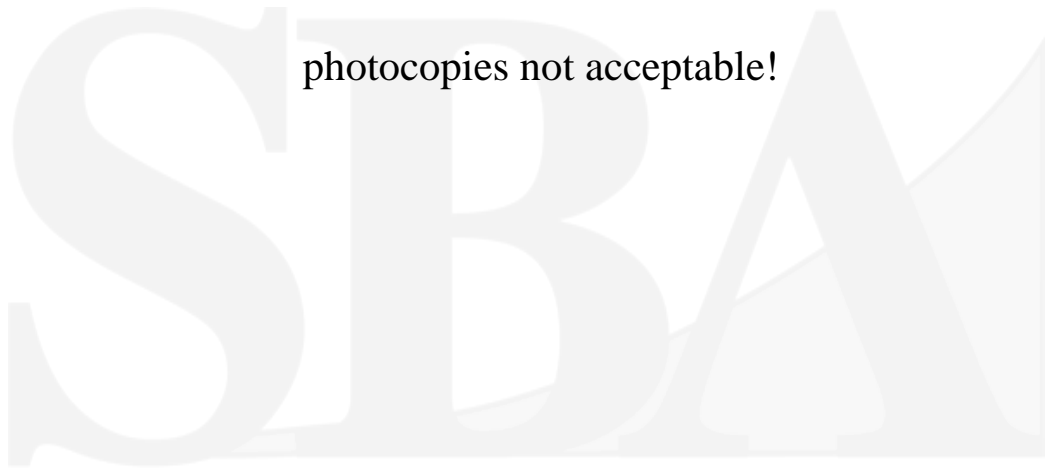
United States of America SMALL BUSINESS ADMINISTRATION Award Nomination Form		Please Read Carefully - Print or Type	
		<small>This form must be completed by: (1) Each individual nominated for an award (2) All Members of teams nominated for an award (3) The official representative of a small business nominated for an award</small>	
<small>The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A. Use additional sheets if necessary.</small>			
1. State name in full, if no middle name, state (NMN), or if initial only, indicate initial. List all former names used, and dates each name was used. Use separate sheet if necessary. First _____ Middle _____ Last _____		List all forms of SBA funded assistance received (e.g., SBDC, SCORE, WBC, guaranteed loan, contract, etc.) and the city and state where assistance was received. _____	
2. Name and Address of small business company Firm Name : _____ Street : _____ City, State and Zip Code: _____ Business Telephone No. (include A/C): _____ Cell No. (include A/C): _____ Fax No. (include A/C): _____ E-Mail Address: _____ Job Title: _____		Amount and date of financial assistance received or applied for (if applicable) _____	File No. (if known) _____
		5. Give the percentage of ownership or stock owned in the small business _____	
		6. Date of Birth (Month, Day, and Year) _____	
		7. Place of Birth (City & State or Foreign Country) _____	
3. Present residence address: From: _____ To: _____ Address: _____		8. U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO If No, are you a Lawful Permanent resident alien: <input type="checkbox"/> YES <input type="checkbox"/> NO If non-U.S. citizen provide alien registration no.: _____	
		9. Congressional District: _____	
<small>IT IS IMPORTANT THAT THE NEXT THREE QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR NOMINATION TO BE DENIED.</small>			
<small>IF YOU ANSWER "YES" TO 10, 11, OR 12, FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.</small>			
10. Are you presently under indictment, on parole or probation? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate date parole or probation is to expire). _____			

Nominee Photo

An original 8"x 10" or 5" x 7" photo of the nominee(s)

300 dpi minimum

photocopies not acceptable!



U.S. Small Business Administration

Additional Photos

Four to five additional photos of the nominee's company such as employees at work and business operations. Please identify all individuals in each photo.

300 dpi minimum



U.S. Small Business Administration

Nomination Letter

A nomination letter consisting of a concise statement of the qualities and performance of the nominee that merit the award. Written by the nominating individual on their letter head, the letter should explain and support the nominee's selection for the award. A description of the relationship between the nominee and nominator as well as additional background information supporting the nominee is encouraged.

Not to exceed four pages.

U.S. Small Business Administration

Nominee Biography

A one page business biography highlighting the nominee. The biography should focus on selection and evaluation criteria as well as intangibles that otherwise add to the nominee's nomination.

Not to exceed one page.



U.S. Small Business Administration

Nominee Business Profile

Brief statement of the business and its business environment.

Historical information of note including but not limited to evolution of the business, other award nominations and awards pertinent to the current award.

Facts and Figures regarding the business including but not limited to the number of people employed, markets served and annual business levels.

Also include the **number of employees for the past three years at a minimum.**

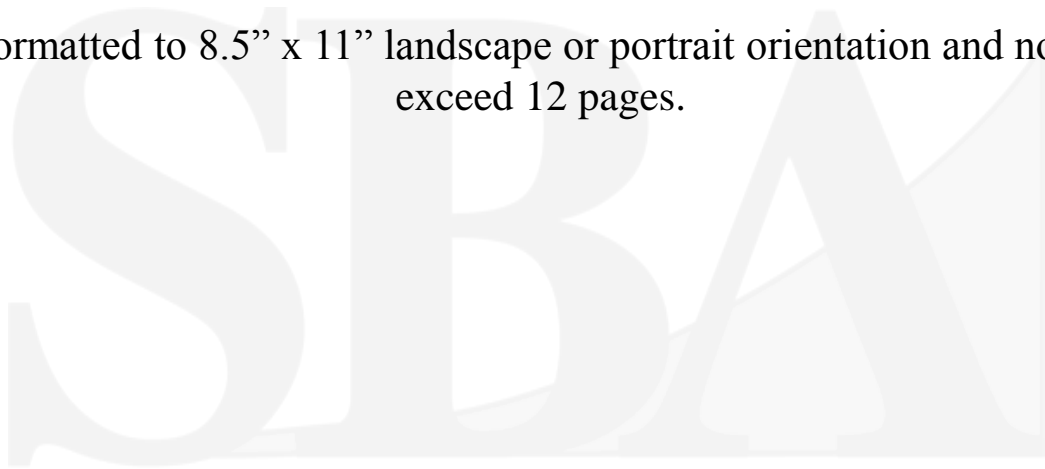
Not to exceed one page.

U.S. Small Business Administration

Business Financials

Financial statements for the last **three complete years** including balance sheets, income statements and other relevant reports. Interim financial information for the most recent period may also be included.

Formatted to 8.5" x 11" landscape or portrait orientation and not to exceed 12 pages.



U.S. Small Business Administration

Supporting Documents

Include any supporting documents or information here including:

- Press coverage
- Third person letters of recommendation
- Industry awards
- Other evidence in support of the nomination

Not to exceed 10 pages – print only (no multimedia)

U.S. Small Business Administration

SBA Form 2137

The Small Business Administration form
“Small Business Week Consent for Disclosure of Information”
(SBA Form 2137) is to be **completed by a nominee.**

The SBA Form 2137 may be downloaded [here](http://www.sba.gov/content/small-business-week-consent-disclosure-information) at
www.sba.gov/content/small-business-week-consent-disclosure-information

SMALL BUSINESS WEEK
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the Year, Advocate of the Year, or Special Award winners (Phoenix Award) to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year and Advocate and Special Award winners is made.

Signature: _____ Date: _____

Award Evaluation & Selection Criteria

Provide brief responses to the listed award criteria.

In evaluating the nomination packages, the judges will consider:

1. Staying power - a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees - a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
3. Increase in sales and/or unit volume - an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance - financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. Innovativeness of product or service offered - an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity - examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects - evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards, and clubs providing support and services to the community.

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